

PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, September 6, 2012 in Room 200, Northern Building, 305 E. Walnut Street, Wisconsin.

Present: Patrick Wetzel, Erik Hoyer, John VanDyck, Patrick Williams
Excused: John Vander Leest
Also Present: Rolf Johnson, Neil Anderson, Doug Hartman, Lynn Stainbrook, Curt Beyler,
Dr. Watermolen, Lori Denault, Scott Anthes

I. Call to Order:

The meeting was called to order by Chairman Wetzel at 5:34 p.m.

II. Approve/Modify Agenda:

Chair Wetzel noted that the minutes of the July meeting had been approved at the August meeting and therefore Item III can be removed from the agenda. The minutes from the August meeting as well as those from the September meeting will be approved at the October meeting.

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to approve the agenda as modified. Vote taken. MOTION UNANIMOUSLY APPROVED

III. Approve/modify Minutes of July 2, 2012.

This item was struck from the agenda, see II above.

1. Review Minutes of:

- a. Library Board (July 19 and August 16, 2012).

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Communications

- 2. Communication from Supervisor De Wane re: To have staff meet with representatives from Green Bay to discuss alternatives for the future of the Brown County Library and bring their findings to the Executive Committee, whether it is a partnership or finding a new location or building a new library, etc. Held for one month.**

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Museum

- 3. Year-To-Date Gate Revenue Total - Comparison.**

Supervisor Hoyer thanked Museum Director Rolf Johnson for his efforts on these comparisons. Johnson said he would provide whatever information the Committee desired to help them make intelligent decisions.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

4. **Daily Admission Report.**

Supervisor Van Dyck questioned if Johnson could obtain Children's Museum attendance information for comparison purposes. Johnson felt they would provide that info and he agreed that it would be interesting to compare data from a number of standpoints.

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

5. **Attendance and Admission.**

Motion made by Supervisor Williams, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

6. **Zip-Code Report.**

A discussion was held regarding the zip code report and Johnson indicated there were a number of different ways this information could be disseminated and presented. He also stated that he is going to begin sharing zip code data with the Children's Museum. A suggestion was made to have the information provided by state for states other than Wisconsin, but have a greater breakdown for zip codes within Wisconsin. Providing this information on a quarterly basis was also discussed. Johnson stated that he will provide zip code data for Brown County only on next month's report.

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

7. **Director's Report.**

Johnson stated that all of the budgets have been forwarded to the Department of Administration and he reiterated what he had said in prior meetings that it will be a tough budget.

Johnson also spoke on a number of items contained in his Director's Report. They will be switching out the Football exhibit with two new fall/winter exhibits which are "Who are the Hmong?" and the 69th Art Annual. He also indicated that Supervisor Sieber has been appointed to the governing board and further that they have changed the by-laws of the foundation so rather than having a maximum of 13 members they can now go to a maximum of 21 members.

He also mentioned that Congressman Reid Ribble recently nominated the Neville Public Museum for the 2012 National Medal of Merit to IMLS and Johnson is currently compiling information for that submission. He noted that it will be stiff competition but stated he has some good connections with IMLS and is happy that Ribble made the nomination. .

Motion made by Supervisor Hoyer, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

NEW Zoo and Park Management

8. Parks Budget Status Financial Report for July, 2012.

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

9. Budget Adjustment Request (#12-68): Increase in expenses with offsetting increase in revenue.

Assistant Park Director Doug Hartman stated that there have been a number of requests over the past few years from fishermen to be able to see wave conditions before they leave their homes.

This transfer will place money into the Boat Landing (special revenue) outlay other account to cover expenses for a planned project. This project will install cameras at the Bay Shore boat launch that can be accessed via the web to enable boaters to view the weather conditions before making a trip to the facility only to find out the water is too rough to launch. Cameras will also be able to provide security information to staff. Project includes burying pipe, erecting overhead poles and installing coaxial cable (\$13,000) as well as the purchase and installation of two cameras (\$5,000).

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to approve. Vote taken. MOTION UNANIMOUSLY APPROVED

10. Request from Ashwaubenon Nordic Ski Team for waiver of trail fees for their run/bike race October 28, 2012 at the Reforestation Camp in exchange for a service project.

Hartman explained that the Nordic Ski Team has done this fall race for many years. Normally there is a \$250 trail fee which includes staff time to monitor and help out at the event. The ski team would like to have that fee waived, but they will still pay the shelter fee. The ski team then comes in with 30 – 40 people and volunteers for a full day getting the trails ready for the ski season. The value of this volunteer work far exceeds the value of the \$250.00 trail fee. Hartman recommends that this request of the ski team to waive the trail fee be granted.

Motion made by Supervisor Williams, seconded by Supervisor Van Dyck to approve the request for the waiver of fees in lieu of services. Vote taken. MOTION UNANIMOUSLY APPROVED

11. Discussion of allowance of use of skateboards (including longboards and mountain boards) on County operated State Recreational Trails.

Hartman provided the Committee with a picture of a longboard, a copy of which is attached. He informed that when the trail opened 12 years ago skateboards were not allowed. He also noted that skateboards have evolved a great deal since then and many people are now using these longboards and mountain boards for transportation purposes. He felt that allowing longboards should be considered as long as users are not doing stunts and tricks. He also noted that since this is in reference to a State recreational trail, there are some things that the State will preclude from being used on the trail and the County cannot do anything about it. He has spoken with the DNR about this and was informed that skateboards, longboards and mountain boards can be used, as long as the user is not doing tricks and stunts. The State would be okay with this as long as the County is okay with it but he noted Brown County did not have any obligation to

allow it as a County and managing partner of the trail. He wanted to discuss this and give the Committee time to think about it, but he felt that it could work and the County needs to be adaptable to evolving trends. The discussion continued with the pros and cons of this and Hartman agreed to report back to the Committee as additional information becomes available and after he has had occasion to speak with someone who has allowed this in their community.

No action taken.

12. Park Management Director's Report.

In addition to the items contained in the Director's Report in the agenda packet, Hartman reported that the Pamperin Park Dam project is moving ahead. A pre-construction meeting was held recently with the construction company that received the bid. Work will begin as soon as paperwork is complete and the project is anticipated to be done by the end of September.

With regard to the Suamico River harbor dredging, Hartman stated he had recently spoken with Tom Lund and a meeting will be held in the coming weeks with the Village of Suamico and Suamico Harbor Commission to discuss what options exist in the event the federal government does not fund the small harbor dredging to keep this a viable boat launch.

Hartman also reported that the pine harvest at the Reforestation Camp will take place between October 15 – November 30. This is a thinning process that takes place about every three years and should net approximately \$10,000 for the lumber harvested.

Hartman also stated that the Fair has ended and it was a successful year. He indicated that he could have Fair personnel attend the next Ed and Rec meeting to give a report and Wetzel indicated that that would be a good idea. Supervisor Williams indicated that he had attended the informational meeting held at the Fair and he was impressed gave accolades to Marvin Hanson for the work done. Hartman stated that there was rain during one day of the Fair which resulted in some damage to the grass in the parking area in the outfield. There was a group scheduled to rent the fairgrounds over Labor Day weekend that was concerned with the damage as they were going to use the area for a soccer field, and Hartman indicated that they did get the grass repaired in a timely manner but it did take a quite a bit of work. Supervisor Van Dyck asked Hartman if he would provide a figure as to how much the grass repairs cost and Hartman indicated he would do this.

Van Dyck stated he was concerned with the number of dead elm trees along the State trail and asked Hartman whether the County could entertain some type of public options to come in and harvest the trees versus having to spend County funds to take the trees down. He noted that he understood liability concerns but wondered if it may be appropriate to submit a communication on this. Wetzel suggested a communication be submitted in this regard for further discussion at a future meeting.

Motion made by Supervisor Hoyer, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

13. Request from the Alzheimer's Association for consideration of a one-time waiver on the 2012 cost increase on the Zoo admission passes.

Zoo Director Neil Anderson stated this group has worked with the Zoo in the past and is great to deal with. They began having their walk at the NEW Zoo in 2007. When the Zoo increased their

admission fees going into 2012 by \$1.00, the Alzheimer's Association became concerned. They would like to pay the same fees they paid last year for their Walk. Anderson recommended waiving the additional dollar for this year and he also stated that the Alzheimer's Association knows that this will apply to this year only. Anderson continued that the event has been growing from year to year and their estimate to exceed 400 participants this year was reasonable.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to approve the waiver on the 2012 cost increase on the Zoo admission passes. Vote taken. MOTION UNANIMOUSLY APPROVED

14. NEW Zoo Budget Status Financial Report for July, 2012.

Anderson stated that their budget looks good and they are still up, however, they do not have the August figures as they are waiting for Feast with the Beast numbers. They are down slightly and are tracking closer to 2011 numbers for July and August, but with the break in temperatures in September, he expected things to pick up. Overall attendance numbers are up for the year.

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

15. Zoo Monthly Activity Report for August, 2012.

a. Operations Report for July, 2012.

- i. Admissions, Revenue, Attendance Report.**
- ii. Gift Shop, Mayan Zoo Pass Revenue Report.**

Anderson stated that as of the end of July they are up over 14,000 visitors. This is a pretty good number and he predicted they would be somewhere in the area of 40,000 for August. He noted that these attendance numbers do not include volunteers. Anderson hopes that September will be a good month and noted that they had over 5,000 visitors over the Labor Day weekend. He also stated that gift shop numbers are up to about \$24,000 for the year and Taste of the Tropics is in the neighborhood of \$40,000. Zoo passes have also been steady and they are working on doing a little more marketing to let people know of the extended hours in June, July and August. He also stated they have had a number of company picnics, birthday parties and other special events recently including Senior Citizens Day which was well attended.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file Items 15a i & ii. Vote taken. MOTION UNANIMOUSLY APPROVED.

b. NEW Zoo Education & Volunteer Programs Report for July, 2012.

Anderson stated they have had a number of interns and they are really trying to expand that program as it is mutually beneficial to the Zoo and the interns. Total intern hours so far this year are 885. He also stated that they have had an increase in Zoomobile requests out in the community and on site programming is also up which gives the interns an opportunity to be involved in public programming.

Motion made by Supervisor Williams, seconded by Supervisor Van Dyck to receive and place on file Item 15 b. Vote taken. MOTION UNANIMOUSLY APPROVED.

c. Zoo Animal Collection Report for August, 2012.

Anderson reported on several items contained in the Animal Collection Report including that they are finishing up some vaccinations on some of the animals. They also made some modifications in the black bear exhibit so they can move the bear cub out of his temporary home. He also stated that one of the red wolves may be going to Washington as part of an endangered species program.

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

d. NEW Zoo Maintenance Report.

Anderson outlined the Maintenance Report in the agenda packet. He added that the Children's Area has now become the oldest part of the zoo and some renovations are being done in that area. There will be a budget transfer next month for some donation money to be transferred to be used for items such as asphalt repair.

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

e. Zoo Director's Report.

Anderson stated that the budgets are in and they should be in good shape financially and, in addition, they have a reserve fund established. They will also be able to look at capital outlay projects. He concluded his report that he will be attending the AZA conference in Phoenix and the AZA accreditation hearing will be held while he is there. They have put together their responses to the accreditation inspection and he felt things looked good. He will keep the Committee advised in this regard.

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Library

16. Budget Status Financial Report for July, 2012.

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

17. Director's Report.

Library Director Lynn Stainbrook referred to her Director's Report contained in the agenda packet. She noted that this report is for July and moving forward she will be providing reports for the preceding month.

Stainbrook distributed a draft copy of the Library Use Reimbursement document that will be provided to the full County Board. The intention is to avail themselves of an amended law from 2006 to ask adjacent counties to reimburse Brown County for use of the library by people who live in the County but do not maintain a library. Because Brown County has a consolidated County library, every resident of Brown County pays taxes to maintain Brown County libraries. Some counties such as Outagamie and Kewaunee, do not have consolidated libraries but rather

have individual libraries that municipalities or townships have established and it is the people that live in those municipalities that pay taxes to maintain a library, but the rest of the County does not pay taxes directly to maintain a library. This law allows Brown County to ask for reimbursement for the cost of those people that are not paying taxes to maintain a library; the County then pays the cost of their usage of the Brown County library.

Stainbrook covered a number of the Q & A points contained in the handout and she also explained the reciprocal borrowing agreement to the Committee. Dr. Watermolen also explained that these are costs the Brown County taxpayers have been bearing up to this point, so it is, in essence, a user fee for only those citizens who are not paying for library services but are actually using services that another taxpayer is paying for and further, it is only being billed at 70% of the estimated costs. He also noted that it is a significant amount and it is in the budget and the amount of this has been used to balance the budget.

Van Dyck felt this was fair and reasonable and also complimented the Library staff for their efforts in doing this. He agreed that this is a cost the Brown County taxpayers are bearing and other people are gaining use of the services and he did not feel it was unreasonable to ask them to pay for a portion of that.

Stainbrook continued her Director's Report by stating that the Library held a Lean event several weeks ago in their technical services department. This is the department that orders the books and catalogs them and makes them ready for the shelf. They had a very good experience with this Lean process and she noted that they have five part-time staff members that do the processing and they all wanted to be involved in the event. They found that there were 42 steps involved in the process of getting a book shelf-ready and they tried to reduce the number of steps and she was very pleased with the suggestions that came out during the event.

Stainbrook concluded her report by saying that Library Facility Manager Curt Beyler has been working with the Public Works Department regarding repairs of the Central Library. She invited Beyler to report to the Committee and he indicated that he has met twice with the people from Public Works. Initially they all agreed it would be a good idea to try to handle all the projects together from one engineering firm so they could all be designed together and work in conjunction with each other. They also figured that they could separate out three high priority safety concern projects which would not affect the remaining projects. Beyler also stated that there had been some discussions and ideas of trying to complete some small nuisance projects first as well as trying to do as many projects as possible individually which would result in less approvals and not having to go through purchasing so much, but he felt the smartest way to proceed is to take care of the three large safety concern issues and then take the rest of the projects as a group and have one engineering firm handle all of them together so everything is designed together and the sequencing would be laid out. Beyler did note that there are some limiting factors that he's run into when trying to sequence these things himself and there are also some items from Part D of the report that really would make more sense to be done with the rest of the things. For example, once the ceilings come down, it would be foolish to put the ceilings back before removing the asbestos and repairing the roof beams and cleaning the DAV system. Stainbrook indicated that Beyler and Doug Marsh put together a wonderful grant application to WPS and Focus on Energy for a \$25,000 grant and Beyler is staying on top of any savings and grants he can find as well as working hard to reach incentives and deadlines for funding.

Stainbrook indicated that the Director of Public Works and the Director of Administration and Doug Marsh will be attending the next Library Board meeting about this project and she

reiterated that the Committee is always welcome. The meeting will be held on the third Thursday of the month at the Southwest Branch on Ninth Street.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Golf Course

18. Budget Status Financial Report for July, 2012.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

19. Golf Course Financial Statistics as of August 19, 2012.

Golf Course Superintendent Scott Anthes stated that rounds are up for the year. He also noted that revenue is a little shy of past figures, but they have had a lot more pass rounds played in 2012 than in 2010 and he also noted that they have different rates in place this year compared to the comparison years. The Pro Shop revenue is also up and due in part to more people using carts because of the hot summer we have had. Finally, the Safari Steakhouse is on schedule with their earnings for the year.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

20. RFP for Food & Beverage Service for the Brown County Golf Course Project #1632.

Anthes stated that prior to 2003 the golf pro had control over the bar and grill area as well as the pro shop. When the new clubhouse was built, it was larger and provided more seating and the pro did not feel he could handle it along with the pro shop so the County put out an RFP for food and beverage service. The only bidder was the Safari Steakhouse owners and this has not gone out for bid since 2003. At that time Safari was paid on a percentage of sales and the County's Internal Auditor could not give an honest opinion if the money Safari was taking was correct due to their older style cash registers. They then put in a POS system and that is when it was recommended by the Board that the contract with Safari be re-worked on a square footage basis which is how the contract is currently set up.

Anthes said the reason the RFP is going out is because it has been 10 years since an RFP has been done. Anthes felt that there would be a few bidders and he does recommend that it be sent out. Anthes stated that Safari has been profitable and has expressed interest in continuing their operation. Van Dyck stated that Safari does a good job in the clubhouse but he questioned whether or not this would seem to be something that we could get a grasp on as to the market rate for renting per square foot in the area. He stated if Safari is willing to pay the market price, he did not see how favoritism would result. Van Dyck was also concerned that if another group would get the bid, they may not have the experience that the Safari does and we could have to do this again if they don't make it. He felt that providing good service in the clubhouse is a direct reflection of the operation as a whole and the times he had been there the food was very good and it seemed very well managed. Van Dyck would support not going through the RFP process and perhaps going through this a little more realistically.

Anthes said that he had also considered the things Van Dyck brought up but noted it had been 10 years since we have done this and he felt it was worthwhile. Wetzel stated that this is before

the Committee because Purchasing was advising it be done and Anthes agreed but noted that the copy of the RFP in the agenda packet is a draft version which would be changed before it goes to the full Board for Approval.

Wetzel asked what the timeline on this was and Anthes answered that the Safari contract expires at the end of 2012 and they would like to have the month of December for them to move their stuff out of it comes down to that and get a new company in there to get up and running.

Wetzel felt that this was similar to what was done with PMI and Anthes stated that the airport did this same thing with their food service vendor at the airport and their current vendor was the only one to bid. Van Dyck asked if a minimum could be added to the RFP and it was indicated that that would be an option and he suggested that a minimum be included and be set at a current appropriate rate. Wetzel stated that he would also like to see a minimum added to the RFP.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to approve the RFP with an amendment to have language included to set minimums which match the current contract. Vote taken. MOTION UNANIMOUSLY APPROVED

21. **Superintendent's Report.**

Anthes reported that he had received an e mail from Julie Pyne of First Tee thanking him for his letter. She advised Anthes that she was excited to hear that Brown County was still looking to be involved in the project and Anthes found this to be a good sign. Pyne will keep Anthes updated and Anthes in turn will keep the Committee updated of any new developments.

With regard to the Trout Creek project to remove the dam with the Oneida Tribe, the original intent was to have this done last year, however weather prevented this and the project is now scheduled to begin on October 8 and should take three days to complete. Anthes noted that this project will not interrupt any golf on the golf course and further noted that Oneida Nation is paying for the entire project.

Anthes also reported that fall aeration is scheduled to begin next week and will involving doing tees on September 12. The following week the front nine greens will be done followed by the back nine greens and the fairways will be started after that. The fairways are a very long and tedious project and they are able to do two or three holes in a day. The greens should be done around the same time as the fairways. The process involves making a 3-4" hole which is filled with a sand mixture and fertilizer and this allows better water filtration and allows air to get down into the root and promotes root growth.

Anthes also noted that they have enough sand to do one more bunker so all bunkers on 7 will be done, hopefully by the end of the month. He also reported that they are going to start widening their fairways.

Anthes also reported that they had their Brown County Children's Charity Golf Classic recently. This began around 2003 as a little golf tournament that raised about \$8,000 with the money going back to Human Services. After several years they couldn't figure out where the money was going so a committee was formed to look at different organizations and charities in the area to donate the money to. This year's event raised \$55,000 after expenses. Of this, \$10,000 was donated to the PALS program and \$45,000 went to the NWTC Scholarship Fund which will be

used to promote education among less privileged students. Anthes said this event was very well run and the Packers were a big part of it with Packer board members and Packer players participating. In all there were 148 golfers.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Resch Centre/Arena/Shopko Hall

22. **Complex Attendance for the Brown County Veterans Memorial Complex for July and August, 2012.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Other:

23. **Audit of Bills:**

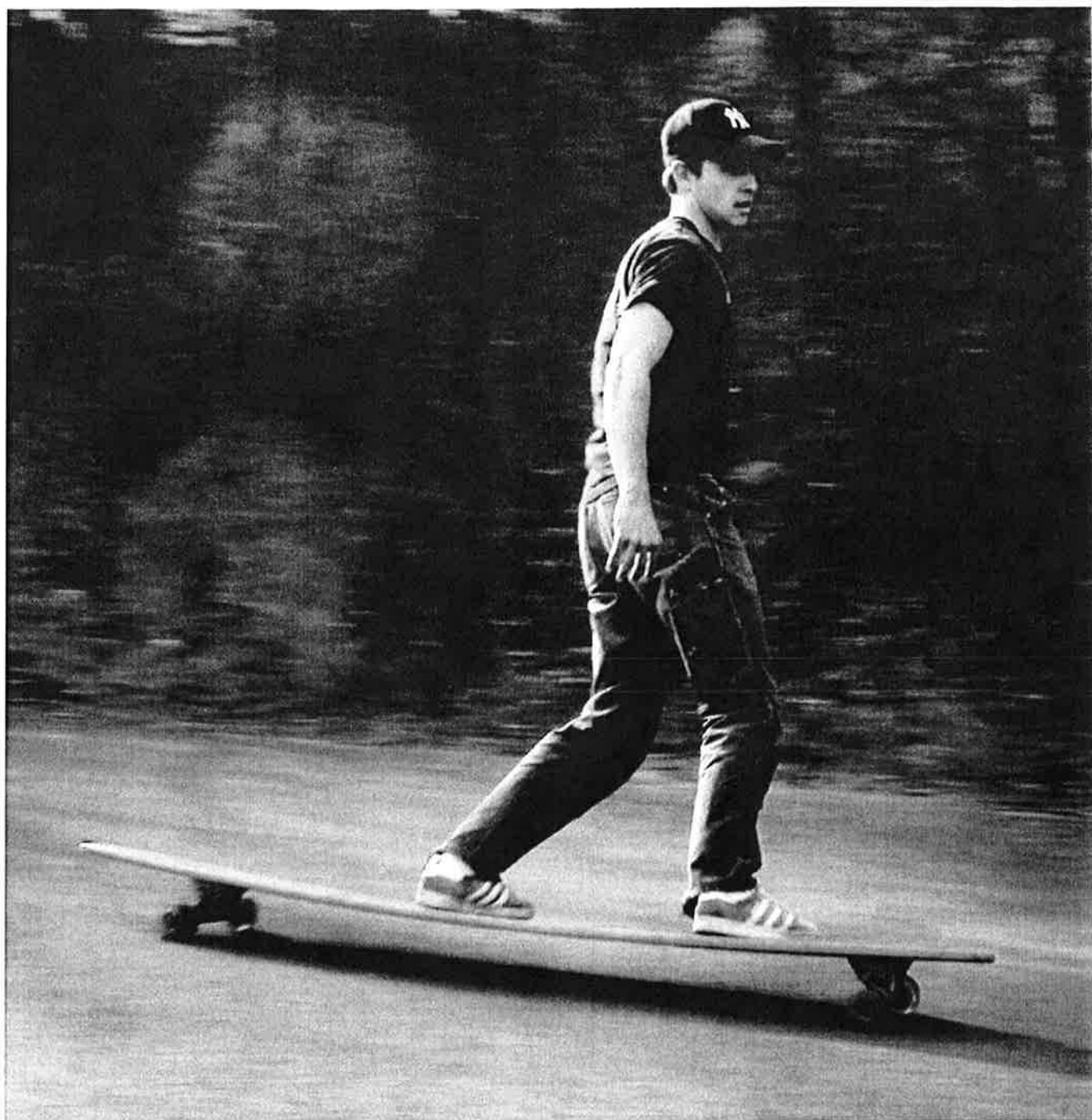
Motion made by Supervisor Williams, seconded by Supervisor Hoyer to pay the May, June, and July bills. Vote taken. MOTION UNANIMOUSLY APPROVED

24. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to adjourn at 8:02 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary



Wisconsin State Statute 43.12 copied in its entirety below.

43.12 County payment for library services.

43.12(1)

(1) By March 1 of each year, a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53 shall pay to each public library in the county and to each public library in an adjacent county, other than a county with a population of at least 500,000, an amount that is equal to at least 70% of the amount computed by multiplying the number of loans reported under sub. (2) by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported. The library board of the public library entitled to a payment under this subsection may direct the county to credit all or a portion of the payment to a county library service or library system for shared services.

43.12(2)

(2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county and to the county clerk of each adjacent county, other than a county with a population of at least 500,000, that reports the number of loans of material made by that library during the prior calendar year to residents of the county, or adjacent county, who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53 and the total number of loans of material made by that library during the previous calendar year.

43.12(3)

(3) A county may enter into an agreement with its participating municipalities or with a public library system to pay no less than the amounts determined under sub. (1) to the public library system for distribution to the public libraries that participate in that system.

43.12(4)

(4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub. (2).

43.12(5m)

(5m) Nothing in this section prohibits a county from providing funding for capital expenditures.

43.12(6)

(6) The county library board or, if no county library board exists, the county itself, shall either distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11, or shall transfer the aid for distribution to the public library system in which it participates.

43.12(7)

(7) This section does not apply to a county having a population of 500,000 or more.

August 25, 2012

TO: Brown County Supervisors

FROM: Lynn Stainbrook, Library Director

RE: Library Use Reimbursement

In 2011, the Library Board discussed and agreed to pursue reimbursements from adjacent counties as possible under a state law amended in 2006 to provide for adjacent county reimbursement. That law is attached for your convenience. Brown County Library can request reimbursement from adjacent counties without county library systems.

The Library Board can only request reimbursement for the actual number of check-outs of physical items (books, DVDs, CDs but not e-books, downloadable audiobooks, online databases or e-music). The Board can only request reimbursements from those who live in areas that do not have a public library; that is, from residents that do not pay a property tax to support a library.

The reimbursement is computed based on operational costs only; all capital expenditures are deducted, as are Federal grant funds. The remaining expenditures are then divided by the number of physical items that Brown County loaned. In 2011, that was 2,506,734 items. The cost per loan for 2011 is \$2.947. The expected reimbursement totals \$251,258.

The adjacent counties are required to pay a minimum of 70% of the cost. That cost is exempt from the tax cap. Requests for 2011 reimbursements had to be presented prior to July 1, 2012 and the payment is due March 1, 2013.

While Wisconsin residents enjoy the reciprocity and ability to use libraries across county lines and Brown County residents borrow from libraries in adjacent counties, the reimbursement requests exclude the reciprocal use by residents in other counties who pay property taxes to maintain a local library.

In deciding to pursue the reimbursement from adjacent counties, the Brown County Library Board felt strongly that Brown County taxpayers should not pay for the cost of others who are using the Brown County Library, but do not pay taxes to support a local library.

Many public libraries across the State of Wisconsin have been requesting reimbursements for the past six years. Since this is the first year that Brown County Library has requested reimbursement, the County Executive requested that the Library Board make you aware of this.

A Q and A sheet is attached for your convenience. If you have additional questions, please feel free to contact me at 448-5810 or Stainbrook_LM@co.brown.wi.us

Questions and Answers

1. Is this Legal?

A: Yes. State Statute 43.12 was amended in 2006 for this purpose.

2. Can adjacent counties bill Brown County?

A: No. Brown County has a consolidated public library and all residents of Brown County pay taxes to support a public library. This law only allows for reimbursement for checkouts by those counties who have residents who live in a municipality or town that does not maintain a public library.

3. Why hasn't Brown County Library requested reimbursement in the past?

A: The Library's former Integrated Library System (ILS) was not configured to track the check-out transactions in a way to determine usage by those who fall into the reimbursable category. The Library replaced its ILS in Fall 2010, and the library is now able to track reimbursable use. The reimbursement request is for items checked out in 2011.

4. How much money will the Library receive from the reimbursements?

A: The amount varies depending on the number of check-outs and the library's operational cost for the year being billed. The library cannot ask for reimbursement for capital expenditure. In 2011, the estimated reimbursements total \$251,258.

5. Where does that money go?

A: The expected reimbursements from the adjacent counties will be used to help balance the library's 2013 budget and decrease the tax levy for the Brown County taxpayer without decreasing services.

6. Are the adjacent counties required to pay?

A: The adjacent counties are required to pay a minimum of 70% of the cost of the checkouts by their county residents who do not live in an area that maintains a public library.

7. What happens if the counties do not pay?

A: There are no sanctions in the law, but counties are expected to uphold the laws of the State of Wisconsin. Since many libraries have requested reimbursements since this law was enacted in 2006, it is hoped that the surrounding counties will do so, as well, but there is no guarantee.

8. What is 'Reciprocal Borrowing'?

A: Reciprocal Borrowing is a program that allows patrons with a valid public library card to borrow materials from another public library. In Reciprocal Borrowing, the patron travels to the material.

9. What is 'Interlibrary Loan'?

A: Interlibrary Loan is a program that allows patrons with a valid library card to request books and media that are not owned by their local library, from another library. In Interlibrary Loan, the material travels to the home library of the patron.

10. Does the reimbursement include Interlibrary Loan?

A: No. The reimbursement is only for items that are checked out when a resident from an adjacent county, who does not live in a jurisdiction that maintains a public library, visits a Brown County Library and checks out the items at the Brown County location.

11. Does this include e-books?

A: No, electronic books, downloadable audiobooks, e-music, online databases and other digital content are not included in the count for reimbursement.

12. Is the library reimbursed for out-of-county use of storytimes and Local History collection or other aspects?

A: The law includes all of the cost of operating the library (minus capital expenditures) when calculating the cost per checkout. So, the cost of staff performing storytimes, or answering local history and genealogy questions, the cost of microfilm and other items that can not be checked out are part of the overall operating expenditures and included in the per checkout cost. But, those activities are not included as part of the count of checkout. There is no direct per person bill for attending an event at the library, for asking a reference question or using books at the library.

13. Which counties are being asked to reimburse?

A: Outagamie, Oconto, Kewaunee, Calumet and Manitowoc. Other adjacent counties, such as Door, are consolidated county libraries and all county residents pay taxes to support their libraries.

14. Are people being double-taxed?

A: The law only applies to those residents who do not live in an area that maintains a public library. The counties may be asked to reimburse other libraries as well, but as the reimbursement charge is based on actual usage, there isn't duplication.

15. Will surrounding counties have to cut other services in order to reimburse Brown County Library?

A: No. This is one of the few areas that are still exempt from the tax cap.

16. How does this reimbursement request impact Brown County residents?

A: Brown County residents should see no difference in ability to use the Brown County Libraries or other libraries in the State. Brown County residents will benefit by not paying the cost of other county residents' use of the library.